

ETID

ELECTRONIC TURN IN DOCUMENT

ETID ACCESS REQUEST PROCESS

February 2006

SIMPLIFYING THE TURN IN PROCESS

ETID – NEW USER – DRMS USERS

- ACCESS REQUESTS FOR ETID WILL BE PROCESSED THROUGH THE AURA SYSTEM BY THEIR TASO
- ETID ACCESS CAN BE OBTAINED FOR MULTIPLE DRMO LOCATIONS
- FOR DRMS EMPLOYEES/CONTRACTORS WHO RECEIVE PROPERTY
- FOR DRMS EMPLOYEES WITH OVERSIGHT RESPONSIBILITY

ETID – NEW USER - GENERATOR



DRMS ETID

[DRMS Home Page](#)

VERSION 3.0.4

DRMS [Notice](#)

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Current ETID Users

ETID Generator Login

ETID DRMO Login

Click here to **create** turn-in documents.

Click here to **approve** turn-in documents.

New ETID Users

Account Request

Check Request Status

*NOTE: <Account Request> for generators only.
DRMO personnel please use AURA to request
access.

For Program information/comments, contact:

National: (via e-mail) [Bill Fox](#); phone (Comm.) 269-961-4060; (DSN) 932-4060

International: (via e-mail) [Larry Williams](#); phone (Comm.) 269-961-5090; (DSN) 932-5090

For Application/Technical Support, contact (via e-mail) [DRMS Helpdesk](#)
or phone (Comm.) 269-961-4999; (DSN) 932-4999

GENERATORS
APPLY FOR
ETID ACCESS
ON-LINE BY
SELECTING
"ACCOUNT
REQUEST"

ETID – NEW USER - GENERATOR REQUIRED INFORMATION

ETID

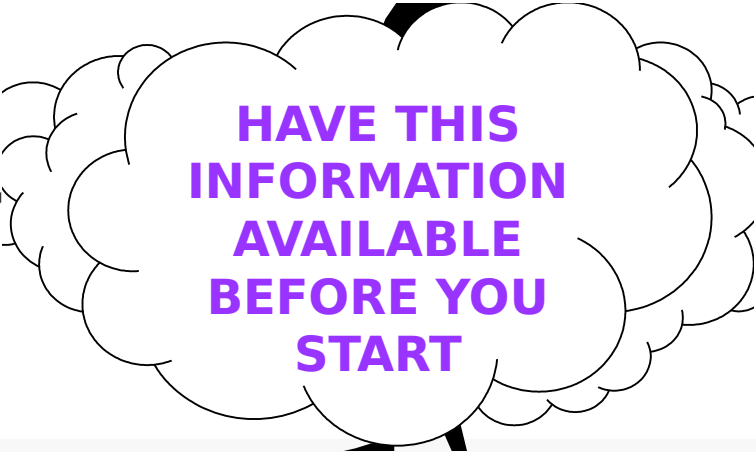
Generator ETID Access Request

Use of the Browser "Back" and "Forward" buttons may result in the loss of information.

Please have this information available before filling out your access request for ETID:

1. Name of the Company you work for and their address
2. Your personal information:
 - Name, CONUS/OCONUS location, Hazardous certification status.
 - Time zone, DoD employment type (see selections on form)
 - Work email address
 - Commercial work phone number
3. If you are a US Citizen the last six digits of your SSN, or a local National the last three digits of your employee number
4. A conforming password (see password instructions below)
5. Your Supervisor Information:
 - Name
 - Work email address
 - Work phone number
6. DoDAAC
 - Your DoDAAC
 - Turn-in DoDAAC(s) or DRMO Names
7. If you are a contractor you must provide information about your Contractor:
 - COR's First and Last Names
 - COR's work address (street address, city, state, zip, country)
 - COR's work email address
 - COR's work phone number

*Indicates Mandatory Field



**HAVE THIS
INFORMATION
AVAILABLE
BEFORE YOU
START**

ETID - NEW USER - GENERATOR

REQUIRED INFORMATION

*Indicates Mandatory Field

Applicant Name and ID Number

* Last Name:

* First Name:

MI:

* ID Number:

(For US Citizen: Last 6 digits of SSN;
for Local National: last 3 digits of Employee Number)

Location

* I am located in:

NOTE: *
DENOTES
MANDATORY DATA
FIELD

ETID – NEW USER - GENERATOR

PASSWORD CREATION

Passwords

Please create a password to use when logging into ETID. After your account information has been reviewed and approved, DRMS will send you your ETID User ID via Email. Your password will have to be changed every 90 days.

Your password must follow these rules:

- Minimum of 8 characters
- 1 lower case letter
- 1 upper case letter
- 1 special character (not a letter or a digit)
- 1 digit (0-9)

**IMPORTANT:
REMEMBER YOUR
PASSWORD**

Please remember the password you create today.

* Type your Password:

* Re-enter/Verify Password:

Verify that you have all of the information listed above, fill in the required fields correctly, then hit the "Next" button.



Next

*** Warning ***

The DRMS Web site is provided as a service to the Department of Defense and its customers. Use of this system constitutes a consent to monitoring at all times. ETID requires the use of a userid/password.

PRIVACY AND SECURITY [NOTICE](#)

ETID – NEW USER - GENERATOR

TEMPORARY USER ID

ETID

Generator ETID Access Request



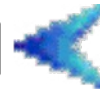
Please copy, print or otherwise save the following temporary user ID. You will need it to login and display your access status information while your account is pending review, or to make any changes required by the ETID data owner.

Your new Temporary user ID is: ETD2853

After you have copied down or saved your temporary user ID and **memorized your new password**, click the "Next" button to continue with the application.

Back

Next



**COPY OR PRINT
AND SAVE**

ETID – NEW USER - GENERATOR

REQUIRED INFORMATION

ETID

Generator ETID Access Request

AUTHORITY: Executive Order 10540.50 U.S.C. 781, et seq. DLA Privacy Act System Notice 500.50 DLA-I, Individual Access Records, applies.

PRINCIPLE PURPOSE(S): Personal information on this form is used to grant the individual access to sensitive Automated Information System (AIS). The provided information is used to ensure that only authorized personnel have access to this system.

DISCLOSURE: Disclosure of information on this form is voluntary. However, if the information is not provided, system access will be denied.

* Indicates Mandatory Field

Clear Fields

NOTE: *
DENOTES MANDATORY
DATA FIELD

Company Name, Time Zone

* Dept/Agency/Organization/Company :

* Time Zone :

Choose an option from the drop-down menu



CONUS Address

* Work Street Address :

* City :

* State :

ChooseOne



* Zip/Postal Code :

Zip Extension :

* Work Email Address :

ETID – NEW USER - GENERATOR

REQUIRED INFORMATION

Phone Numbers

* Commercial Phone Number (including area code) :

Commercial Phone Extension :

DSN Phone Number :

Other Information

* Type of DoD Employment :

* Certified for Hazardous Turn-in (Y/N):

Your Supervisor's Information

* Supervisor's Name :

* Supervisor's Commercial Phone :

* Supervisor's Email Address :

The system will check that mandatory fields have been entered before allowing you to go to the

Back

Next



**MUST ANSWER
YES IF
HAZARDOUS
PROPERTY
WILL BE
TURNED IN**

ETID - NEW USER - GENERATOR GENERATOR/DRMO DoDAAC

NOTICE

To successfully establish Generator to DRMO relationships follow these steps:

1. Enter a generator and DRMO DoDAAC in the textfields below and select the 'Add' button.
2. The generator/DRMO pair will be added to the select box.
3. At least one generator/DRMO pair must be added to the select box before selecting the 'Next' button.
4. To remove an incorrect generator/DRMO pair in the select box, highlight the pair and select the 'Delete' button. **in the select box you will need to add the correct generator/DRMO DoDAAC pair before deleting**

You Can Enter
Multiple
Generator - DRMO
DoDAAC
Relationships



DoDAAC Pair Entry

*** Enter Generator DoDAAC:**

(this is a DoDAAC that you will turn-in property under)

*** Enter Corresponding DRMO DoDAAC:**

(this is the DoDAAC that you will turn property into for the above Generator DoDAAC)

[\(click here to view list of DRMOs\)](#)

**ADD GENERATOR
TURN-IN DoDAAC AND
AFFILIATED DoDAAC**

DoDAAC Pairs List

Generator DoDAAC and Affiliated DRMO DoDAAC:



Routes ETID To Appropriate
DRMO Screen For Review

ETID – NEW USER - GENERATOR

ACCOUNT VERIFICATION

ETID Account Verification

All Information
Provided In
Application Is
Listed For
Review

Conus/Oconus Location

CONUS Code: CONUS- Puerto Rico, Alaska, Guantanamo

Name and ID

First Name: Maggie

MI:

Last Name: Fitzgerald

ID Number: 123321

Work Address

Dept/Agency/Organization/Company: Defense Logistics Agency

Work Street Address: 74 North Washington

City: Battle Creek

State: MI - MICHIGAN

Zip/Postal Code: 49017

Zip Extension:

Time Zone: EST Eastern Standard Time UTC-5

Email Address and Phone Numbers

Work Email Address: m.Fitz@dla.mil

Commercial Phone Number (including area code): 2699612211

Commercial Phone Extension:


DSN Phone Number:

ETID – NEW USER - GENERATOR

ACCOUNT VERIFICATION

Other Information	
Type of DoD Employment:	Federal Civilian
Certified for Hazardous Turn-in:	Yes
Supervisor Information	
Supervisor's Name:	Clint Eastwood
Supervisor's Email Address:	Ceastwood@dla.mil
Supervisor's Commercial Phone:	2696969696
User's DoDAAC and DRMO Affiliation	
DoDAAC	DRMO
FB6061	--> SH510C

After you have verified that the above information is correct, click the 'Submit Request' button.



After Review,
If
Information
Correct

NOTE: Passwords must be changed every 90 days. Users who exceed a 90-day time period between turn-in of property through ETID must change their password before they can use ETID. User accounts that are not accessed within 1 year will be removed from the system and users will have to re-apply.

ETID – NEW USER - GENERATOR

ACCESS SUBMITTAL

Application Process Complete

**Successful
Access Request
Submittal**

ETID User Information

Transaction Date: 08/16/2005 13:09 PM

Applicant Name: Maggie Fitzgerald

 [Help](#)

Points of Contact

Contact name, email and phone:

Dataowner, Test [E-mail: test-only@dla.mil, phone: 269-961-0000, DSN phone: 932-0000] OR

Dataowner, Test [E-mail: test-only@dla.mil, phone: 269-961-0000, DSN phone: 932-0000]

You will receive an email courtesy copy of this access request for your records.

You may visit <http://www.drms.dla.mil:80/demo/etid/NewUser> to check the status of your application. Use your temporary ETID ID and your chosen password to log in.

The ETID Data Owner must approve your application before you are granted access to the ETID system. When your application is approved, you will be assigned a permanent user ID, which will be sent to you via email. You will use this permanent user ID and your chosen password to log in to ETID.

Please allow 7 business days for this request to be processed.

[Etid Account Status Page](#)

[Etid Welcome Page](#)

PLEASE ALLOW 7 DAYS FOR PROCESSING

ETID – NEW USER – GENERATOR CHECK REQUEST STATUS

You Can Check
On The Status
Of Your Access
Request

DRMS ETID

[DRMS Home Page](#)

VERSION 4.0.3

DRMS [Notice](#)

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Current ETID Users

ETID Generator Login

Click here to *create* turn-in documents.

ETID DRMO Login

Click here to *approve* turn-in documents.

New ETID Users

Account Request

*NOTE: <Account Request> for generators only. DRMO personnel please use AURA to request access.



Check Request Status

Click here to check the status of your completed ETID access request, to finish a request you started but did not submit, or to change information as directed by a data owner. You must have your temporary ID and chosen password to log in.

ETID - NEW USER - GENERATOR

CHECK REQUEST STATUS

ETID - New User Login for Account Status/Update



User Id:

Password:



Login

Change Password

[Back to ETID Home Page](#)

**ENTER TEMPORARY LOGIN AND PASSWORD
CREATED DURING ACCOUNT REQUEST
PROCESS**

ETID - NEW USER - GENERATOR

CHECK REQUEST STATUS

Access Request Comment and Status:

Status of Request: Pending Data Owner Approval

Personal Information:

User ID: ETD2853
Last Name: Fitzgerald
First Name: Maggie
Middle Initial:
US Citizenship: Yes
User Employment Type: Federal Civilian
Hazardous Capability: Yes
Last 6 Digits of SSN or Last 3 Digits of Local National ID: 123321
Time Zone: EST Eastern Standard Time UTC-5
Work Email Address: m.Fitz@dla.mil
DSN Phone Number:

Company Information:

Company/Department/Organization/Agency Name: Defense Logistics Agency
Street Address/PO Box/Mail Stop: 74 North Washington
Unit:
City: Battle Creek
State: MI - MICHIGAN
Zip/Postal Code: 49017
Zip Extension:
Country:

Supervisor Information:

Name: Clint Eastwood
Email: Ceastwood@dla.mil
Commercial Phone: 2696969696

DoDAAC and DRMO Information:

User's DoDAAC and DRMO Affiliation:

DoDAAC **DRMO**
FB6061 --> SH510C

**If Information
Incorrect,
Contact ETID
Data Owners
At ETID Home
Page**

ETID – NEW USER CONTACT LISTINGS FOR ACCESS

For Program information/comments, please contact:

ETID access or Usable Property

CONUS Locations:

(via e-mail) [Roger Kriegbaum](#)
or phone: (commercial) 269-961-7288; (DSN) 661-7288

OCONUS Locations:

(via e-mail) [Larry Williams](#)
or phone: (commercial) 269-961-5090; (DSN) 661-5090
OR
(via e-mail) [Jim Lamontagne](#)
or phone: (commercial) 269-961-5337; (DSN) 661-5337

Hazardous Property

(via e-mail) [Randy Schmitz](#)
or phone: (commercial) 269-961-5874; (DSN) 661-5874

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(via e-mail) [DRMS Helpdesk](#)
or phone: (commercial) 269-961-4999; (DSN) 661-4999

ETID – NEW USER – GENERATOR

- IF APPROVED, THE GENERATOR WILL RECEIVE AN EMAIL CONTAINING THEIR OFFICIAL LOG-IN IDENTIFICATION NUMBER
- GENERATORS WILL USE THIS IDENTIFICATION NUMBER AND PASSWORD CREATED DURING THE ACCESS REQUEST PROCESS TO BEGIN USING ETID
- GENERATOR WILL COMPLETE THE SECURITY BLUE CARD AND RETURN TO DRMS SECURITY